



**Reforestation Bid
August 2012**

Scope: The Woodlands Township is requesting bids for the supply and/or installation of reforestation trees and shrubs in The Woodlands as outlined in the specifications below.

General Specifications:

- The Woodlands Township reserves the right to accept or reject any and all proposals, to accept any proposal deemed advantageous and to waive irregularity in the proposals.
- By bidding, the bidder acknowledges and will adhere to all bid specifications as stated within this bid packet.
- Bid prices shall be firm for 90 days from bid opening.
- The Woodlands Township shall not be liable for any costs incurred by bidders in responding to this bid.
- Bidders should submit based upon potential that only certain types and sizes of trees will be awarded (projects 1-28) .
- All forms must be filled out in ink or typewritten and must be fully completed and executed when submitted.
- A conditional bid may be cause for rejection.
- Evaluation of bid takes into account the following considerations: price, planting stock quality and contract growing terms.
- Bidder is required to submit three (3) references of previous projects of similar or like nature and size.
- Quantities required are substantially correct, but The Woodlands Township reserves the right to increase and/or decrease the amount of work to be done by any amount at the same unit cost bid.
- A **Pre-Bid Meeting** will be held at The Woodlands Township Parks and Recreation Department at 8203 Millennium Forest Dr., The Woodlands, Texas 77381 on August 17, 2012 at 3 p.m.
- Any questions about the meaning, the intent or the specifications must be inquired by the Bidder in writing by **August 24, 2012 at 5:00 pm**. FAX or e-mail_all questions to Kyle Kelley, Parks Superintendent, kkelley@thewoodlandstownship-tx.gov or fax 936-273-4995. Any and all questions will be responded to in the form of a written addendum. All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Bid Form. All addendums will be uploaded to the same location as the Request for Bid on The Woodlands Township website.
- Sealed bids, references, bidder qualifications, acknowledgement of the general specifications and other items identified in the bid document as a bid submittal item must be received by The Woodlands Township- Parks & Recreation Department, 8203 Millennium Forest Dr. no later than **1:00 P.M. on August 31, 2012**. Bids received after the stated deadline will not be considered.
- **Release Date: July 26, 2012**
- **Advertise Date: August 9, 2012**

General Specifications and Acknowledgment

Bidder shall **complete every space** in the bidder proposal column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications.

Item #	Description of Requirements	Bidder's Proposal
	Standard of Conduct	
1	Bidder must ensure user's safety when performing services in and around all locations. The Bidder shall be responsible for coordination of all work so as not to create any undue interruptions of the normal operation of the area. The park, open space, pathway will remain open to community members during all phases of this project.	
2	Bidder shall behave and operate in an environmentally sound and professional way, as to not create damage or cause exposure by virtue of negligence or omission.	
	Insurance and Taxes	
3	No taxes shall be included in the bid price since The Woodlands Township is exempt from all sales tax. The Woodlands Township will provide selected Bidder applicable proof of sales tax exemption.	
4	Bidder shall provide The Woodlands Township acceptable proof of insurance which meets the requirements as identified in the bid packet.	
	Compliance with laws	
5	At Bidder's own cost and expense, Bidder shall comply with all laws, ordinances, rules, and regulations of the federal, state, local and OSHA authorities and departments relating to or affecting the work hereunder, and shall secure and obtain any and all permits, licenses, certifications and consents as may be necessary in connection therewith.	
	Bidder's Responsibility	
6	Bidder is responsible for locating all utilities prior to planting and providing written notification to owner prior to construction.	
7	Bidder is responsible for repairing any damage to the existing facilities or grounds that occurred as a result of the planting.	
8	Bidder is responsible for the legal disposal and cost of debris removal as a result of planting activities.	
9	Transportation of trees shall be done only in vehicles capable of handling the material in accordance with State and Federal transportation handling and safety requirements. Bidder shall, if requested by The Woodlands Township, produce documentation to demonstrate compliance with such requirements. Vehicles shall be capable of loading and unloading trees and shrubs as described for in the bid specifications.	
	Termination of Contract	
10	In the event of any discrepancy in service, this agreement may be terminated by The Township with a thirty (30) day written notice. At any time during this 30 day period, Bidder may respond in writing as to the corrective measures to be taken. Continued like discrepancies will be cause for immediate cancellation of the contract.	

	Contract Term	
11	The contract for these services, if awarded, shall be for one year with up to two (2) possible annual renewals.	
12	Funding for the purchase and install of trees in years 2013-2014 is subject to yearly appropriation by The Woodlands Township Board of Directors.	
	General Tree Specifications	
13	Trees and shrubs delivered and/or installed shall meet or exceed the standards set forth by the American Nursery and Landscape Association (ANSI Z60.1-2004 Approved May 12, 2004).	
14	All trees and plants must be free of defects, frost cracks, narrow crotch angles, insects, diseases, and other limiting defects.	
15	The Woodlands Township will inspect all trees and shrubs provided by the Bidder and ask for a credit on trees and shrubs that do not meet specifications.	
16	The Woodlands Township reserves the right to inspect trees under contract to The Township at any point of the term to ensure they meet or exceed the specifications as outlined in this bid document.	
17	A 90-day warranty shall be provided for all trees, after planting. The warranty provision does not extend the seedlings.	
18	Equipment must be well maintained and in good condition.	
19	Each employee will be identified by a company uniform (shirt, pants and cap) and vehicles will be clean and all marked with company name.	
	Seedlings (delivered only)	
20	Annual seedling order shall be delivered to The Woodlands Township (8203 Millennium Forest Drive) during the first week of December of each contract year.	
21	All seedling stock shall be 2 +1 barefoot seedlings, per American Standard Nursery Stock Standard.	
22	Caliper - 7 mm min/9 mm average	
23	Height- 14" min 24" average	
24	Bag count 100/120	
25	Additional seedlings can be ordered by The Township at the same unit prices bid, provided notice is provided to the Bidder, six weeks in advance of delivery.	
26	Selected Bidder is responsible for unloading seedlings at delivery point (8203 Millennium Forest Drive, The Woodlands, Texas 77381).	
	Plant Material	
27	Plant material may be grown and dug from areas in Texas, the Southeast United States, and/or California, that are within the USDA Plant hardiness Zones 8 or 9.	
28	Container grown or containerized trees are acceptable tree stock.	
29	Bidder shall identify the name of supplier, location and contact information of the plant stock as part of the bid submittal.	
30	The Woodlands Township reserves the right to review the proposed stock of the Bidder/Nursery prior to award of bid.	

31	The Township will accept a 3 and/or 5 gallon plant where a 5 gallon plant is specified.	
32	<p>The Woodlands Township will review the general condition of the plants installed/delivered for the following:</p> <ul style="list-style-type: none"> • Uniformity of Leaf Coloration- trees must not exhibit yellowing or discoloration of leaf/needles • Bud Development- During dormant periods of the growth cycle plants should have buds that that are firm, moist and uniformly spaced • Uniformity of Growth- trees in any given block should exhibit uniform vigor and health • Presence of Weeds- weed infested nursery stock indicates lack of care and the plants growing in it may be in a poor state • Root ball- trees must have a well-established root ball that is not root bound and free of girdle root. Girdle roots shall be pruned prior to planting. <p>Failure to have stock in acceptable condition based as defined by American Standard for Nursery Stock shall result in non-acceptance of the plant.</p>	
Site and Site Preparation		
33	All planting locations will be mapped, identified and quantities per location logged by The Woodlands Township staff. Any deviation from the map and quantities shall be approved by Township staff.	
34	Maps and locations will be available to the contractor on November 1 of each contract year.	
35	Sites for reforestation will contain no fewer than five trees	
36	Sites where more than 20 trees are to be planted and where applicable, shall be string trimmed, prior to installation, to remove weeds and vines. Each site shall be string trimmed only in the area for which the tree is planted for a 30 gallon tree- 4 foot diameter, 3/5/15 gallon-2.5 foot diameter. An application of herbicide shall be also applied to this area to address future weeds/vines. Bidder shall supply a MSDS sheet for any and all products applied to the ground that inhibit weed/vine growth.	
37	For estimation purposes, plan in excess of 200 locations per year located throughout The Woodlands Township. The Woodlands Township has over 1,500 of open space reserves in the community which is spread out over 28,000 acres in the community. Please see Attachment to review the size and scope of the community.	
Installation		
38	Bidder shall not work at the site before 7:00 AM or after 7:00 PM daily, Monday through Saturday. The Woodlands Township may direct specific times for certain work to be performed so as to not interfere with the community.	
39	Installation of each tree and shrub shall conform to the International Society of Arboriculture guidelines as outlined in the following link: http://www.isa-	

	arbor.com/education/onlineResources/cadPlanningSpecifications.aspx	
40	Planting installation will only be carried out during the following months- November, December, and January.	
41	All trees and shrubs must have a tree well installed around them in park/grass areas (30 Gallon only).	
42	All trees and shrubs must be watered thoroughly after planting. Watering shall be to the point of saturation. Plan that areas will not be accessible via water truck.	
43	Bidder will be responsible for all costs associated with watering (water, water truck, etc).	
44	30 Gallon- Trees and shrubs must be mulched utilizing a 3 foot ring of hardwood mulch that is 3 inches deep after planting. The mulch ring shall create a well and leave minimal buildup of mulch on the base of the tree or shrub.	
45	5/15 Gallon- Trees and shrubs must be mulched utilizing a 1.5 foot ring of hardwood mulch that is 2 inches deep after planting.	
46	Hard wood or pine needle mulch is acceptable.	
47	Planting areas must be left in good condition and all planting containers and installation debris removed from planting area	
Maintenance and Care		
48	Tree staking will only be required for trees in parks and in open grass areas for a period of one year. After this time, Bidder shall remove stakes from trees. Lodge pole and or metal stakes are acceptable.	
49	Wax Myrtles planted in parks and in open grass areas do not need to be staked.	
50	Sites where more than 20 trees are to be planted and where applicable, shall be string trimmed 90 and 180 days after planting	
51	Sites where more than 20 trees are to be planted and where applicable, the installed trees and shrubs shall be watered to the point of saturation 15, 30, 45, 60 and 90 days after installation.	
Staging		
52	Staging areas/property will be not be provided as part of this contract. Bidder is expected to identify, locate and arrange for staging of materials at a site they own, lease or rent, if needed.	

DATE

PRINT/TYPE NAME

TITLE

Email

Bid Tabulation Form

Bare Root Seedlings		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461	2462	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500	2501	2502	2503	2504	2505	2506	2507	2508	2509	2510	2511	2512	2513	2514	2515	2516	2517	2518	2519	2520	2521	2522	2523	2524	2525	2526	2527	2528	2529	2530	2531	2532	2533	2534	2535	2536	2537	2538	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561	2562	2563	2564	2565	2566	2567	2568	2569	2570	2571	2572	2573	2574	2575	2576	2577	2578	2579	2580	2581	2582	2583	2584	2585	2586	2587	2588	2589	2590	2591	2592	2593	2594	2595	2596	2597	2598	2599	2600	2601	2602	2603	2604	2605	2606	2607	2608	2609	2610	2611	2612	2613	2614	2615	2616	2617	2618	2619	2620	2621	2622	2623	2624	2625	2626	2627	2628	2629	2630	2631	2632	2633	2634	2635	2636	2637	2638	2639	2640	2641	2642	2643	2644	2645	2646	2647	2648	2649	2650	2651	2652	2653	2654	2655	2656	2657	2658	2659	2660	2661	2662	2663	2664	2665	2666	2667	2668	2669	2670	2671	2672	2673	2674	2675	2676	2677	2678	2679	2680	2681	2682	2683	2684	2685	2686	2687	2688	2689	2690	2691	2692	2693	2694	2695	2696	2697	2698	2699	2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715	2716	2717	2718	2719	2720	2721	2722	2723	2724	2725	2726	2727	2728	2729	2730	2731	2732	2733	2734	2735	2736	2737	2738	2739	2740	2741	2742	2743	2744	2745	2746	2747	2748	2749	2750	2751	2752	2753	2754	2755	2756	2757	2758	2759	2760	2761	2762	2763	2764	2765	2766	2767	2768	2769	2770	2771	2772	2773	2774	2775	2776	2777	2778	2779	2780	2781	2782	2783	2784	2785	2786	2787	2788	2789	2790	2791	2792	2793	2794	2795	2796	2797	2798	2799	2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	2811	2812	2813	2814	2815	2816	2817	2818	2819	2820	2821	2822	2823	2824	2825	2826	2827	2828	2829	2830	2831	2832	2833	2834	2835	2836	2837	2838	2839	2840	2841	2842	2843	2844	2845	2846	2847	2848	2849	2850	2851	2852	2853	2854	2855	2856	2857	2858	2859	2860	2861	2862	2863	2864	2865	2866	2867	2868	2869	2870	2871	2872	2873	2874	2875	2876	2877	2878	2879	2880	2881	2882	2883	2884	2885	2886	2887	2888	2889	2890	2891	2892	2893	2894	2895	2896	2897	2898	2899	2900	2901	2902	2903	2904	2905	2906	2907	2908	2909	2910	2911	2912	2913	2914	2915	2916	2917	2918	2919	2920	2921	2922	2923	2924	2925	2926	2927	2928	2929	2930	2931	2932	2933	2934	2935	2936	2937	2938	2939	2940	2941	2942	2943	2944	2945	2946	2947	2948	2949	2950	2951	2952	2953	2954	2955	2956	2957	2958	2959	2960	2961	2962	2963	2964	2965	2966	2967	2968	2969	2970	2971	2972	2973	2974	2975	2976	2977	2978	2979	2980	2981	2982	2983	2984	2985	2986	2987	2988	2989	2990	2991	2992	2993	2994	2995	2996	2997	2998	2999	3000
Bottomland	Loblolly Pine	1000																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												

Project	Description	Total Bid Amount
Project 1	Seedlings Only 2012	
Project 2	Seedlings Only 2013	
Project 3	Seedlings Only 2014	
Project 4	All Seedlings 2012-2014	
Project 5	Containerized Plants Only-2012	
Project 6	Containerized Plants Only-2013	
Project 7	Containerized Plants Only-2014	
Project 8	Containerized Plants Only-2012-2014	
Project 9	Containerized Plants Install Only-2012	
Project 10	Containerized Plants Install Only-2013	
Project 11	Containerized Plants Install Only-2014	
Project 12	Containerized Plants Install Only-2012-2014	
Project 13	Containerized Plant AND Install-2012	
Project 14	Containerized Plant AND Install-2013	
Project 15	Containerized Plant AND Install-2014	
Project 16	Containerized Plant AND Install-2012-2014	
Project 17	30 Gallon Plants Only-2012	
Project 18	30 Gallon Plants Only-2013	
Project 19	30 Gallon Plants Only-2014	
Project 20	30 Gallon Plants Only-2012-2014	
Project 21	30 Gallon Install Only-2012	
Project 22	30 Gallon Install Only-2013	
Project 23	30 Gallon Install Only-2014	
Project 24	30 Gallon Install Only-2012-2014	
Project 25	30 Gallon Plants AND Install-2012	
Project 26	30 Gallon Plants AND Install-2013	
Project 27	30 Gallon Plants AND Install-2014	
Project 28	30 Gallon Plants AND Install-2012-2014	

Attachment B
Insurance Requirement

Contractor agrees to maintain and require its sub-contractors to maintain at all times the following coverage at no less than the limits indicated:

Worker's Compensation Insurance -	Statutory
Employers Liability -	\$100,000
Automobile Liability (Including Owned and Non-Owned autos)	
Bodily Injury -	\$250,000 each person
-	\$500,000 each occurrence
Property Damage -	\$100,000 each occurrence
Commercial General Liability	
Combined Single Limits for Bodily Injury and Property Damage:	
Each occurrence for premises/operations:	
Broad form CGL liability coverage	\$1,000,000 -
Products/ Operations aggregate	\$1,000,000 -
Advertising Injury -	\$1,000,000 -
General Aggregate -	\$2,000,000 -
Umbrella Liability	
-	\$1,000,000 each occurrence
-	\$1,000,000 annual aggregate
-	\$ 25,000 self insured retention

Contractor's coverage must be written on an Occurrence (not claims made) basis with companies acceptable to The Woodlands Township, must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to The Woodlands Township shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement. There shall be no right of subrogation against The Woodlands Township and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of performance of the Work, Contractor shall furnish certificates which shall identify The Woodlands Township to The Woodlands Township in duplicate, evidencing compliance with all requirements herein. The limits of such insurance shall in no way be construed as limiting Contractor's obligation to completely defend, indemnify and hold harmless The Woodlands Township.

Attachment C
References

Please provide information from three (3) references

1. Agency/Company:

 Contact Name:

 Contact Phone:

 Products delivered:

2. Agency/Company:

 Contact Name:

 Contact Phone:

 Products delivered:

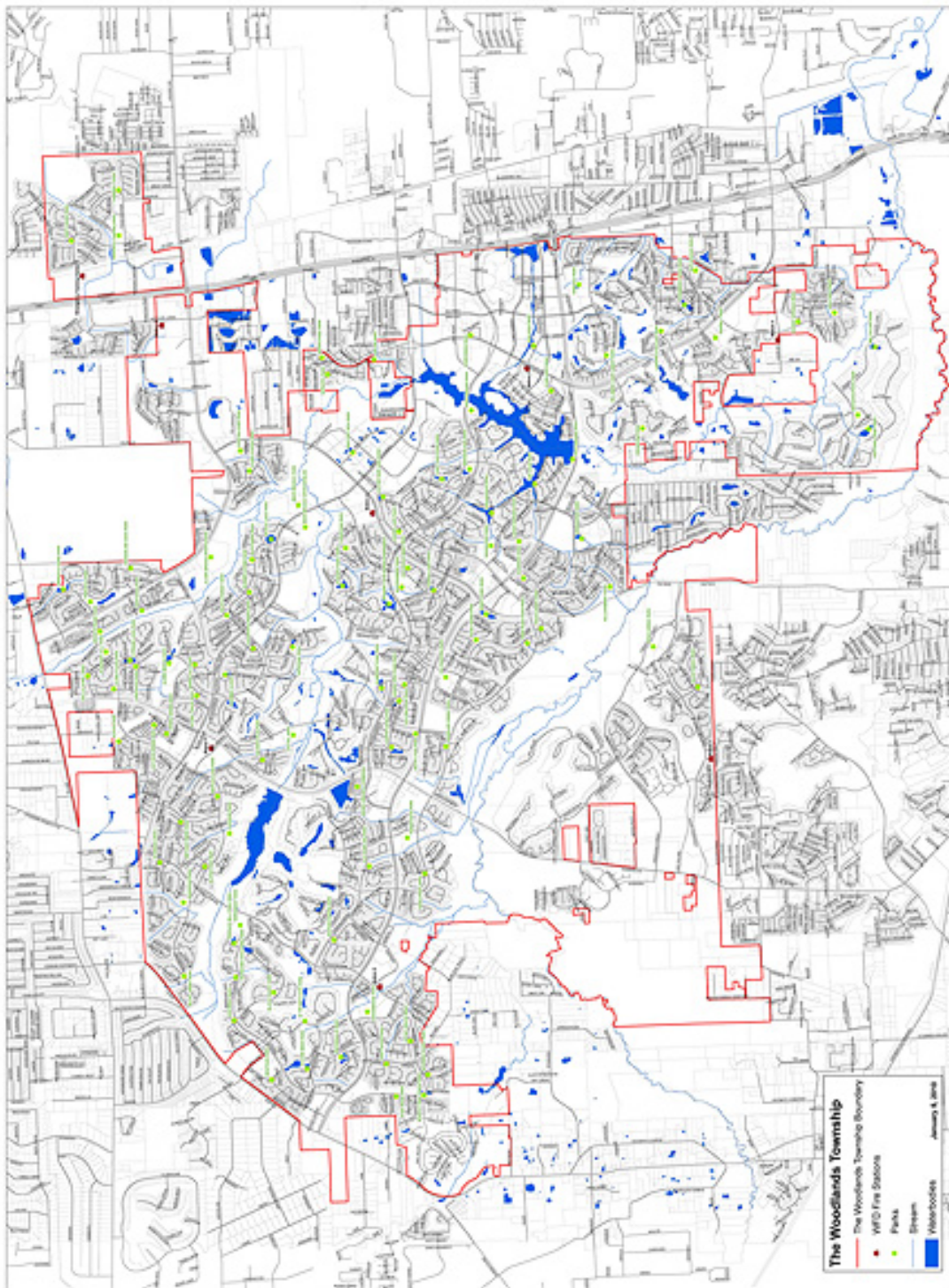
3. Agency/Company:

 Contact Name:

 Contact Phone:

 Products delivered:

ATTACHMENT D
MAP OF THE WOODLANDS



ATTACHMENT E
STATEMENT OF FIRMS QUALIFICATIONS

DATE SUBMITTED _____

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Firm may submit any additional information that is pertinent.

1. Name of Firm - _____
2. Permanent main office address - _____
3. If a corporation, where incorporated - _____
4. How many years have you been engaged in the nursery/landscape/reforestation business? Under what firm or trade names and how long under each?

5. Contracts on hand (show gross dollar amount of each contract and the anticipated date of completion):

6. Are you licensed as Contractor or agricultural grower in the State of Texas?
Yes____ No____ If "Yes", please provide Contractor numbers?

7. General character of work performed by your firm - _____
8. Has your firm ever failed to complete any work awarded to you?
Yes____ No____ If "Yes", where and why?

9. Has your firm ever defaulted on a contract?
Yes____ No____ If "Yes", where and why?

10. List 5 projects of similar size and scope:

	Firm Name	Contract Value	Contact Information
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

11. Are any lawsuits pending against you or your firm at this time?

Yes____ No____ If "Yes", PROVIDE DETAILS.

12. Have any charges been filed against you or your firm or the bidding entity with the Texas Office of Contract Compliance, the Equal Opportunity Commission, the State of Texas Civil Rights Commission, or any other similarly constituted entity charges by any state or local government with the enforcement of anti-discrimination legislation or regulations?

Yes____ No____ If "Yes", PROVIDE DETAILS.

13. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Associations in verification of the recitals comprising this Statement of Bidder's Qualifications.

DATED AT _____, this____ day of _____, 20____.

(Name of Bidder)

By _____
(Signature)

Title _____